

# **RECORDKEEPING**

**CAPSTONE II**

**EQUIPMENT**

**TRAINING**

**RECORDKEEPING**

**THE RECORD KEEPING PRESENTED IN THIS SECTION IS INTENDED TO MEET THE FAA RECORD KEEPING REQUIREMENTS FOR CAPSTONE II EQUIPMENT TRAINING AND IS NOT APPROVED AS A RECORD KEEPING SYSTEM FOR OTHER FAR 121/135 PROGRAM REQUIREMENTS.**

**INDIVIDUAL OPERATORS MAY OBTAIN SEPARATE OR DIFFERENT RECORD KEEPING SYSTEMS FOR CAPSTONE II TRAINING. HOWEVER, AN FAA APPROVED RECORD MUST BE MAINTAINED.**

- A. The Operator will maintain airman training records as required by the appropriate 121 or 135 regulation. In that training record will be kept a Record of Training Completion, Capstone Equipment.(CAP TR-1)The training records must establish and maintain initial, recurrent and requalification training as appropriate. Information required to be maintained for each airman's Capstone Record of Completion includes but is not limited to:
  - 1. The full name of the airman.
  - 2. The airman's certificate number.
  - 3. The airman's duty position(s).
  - 4. The date and result of each of the initial, recurrent and requalification.
  - 5. Check airman authorization, to conduct pilot proficiency or dispatcher competency checks.
  - 6. The date of the completion of the Initial phase and each Recurrent or Requalification phase of training.
  - 7. The date of any required Requalification Training.
- B. In accordance with FAR 121 or 135 each segment of training (ground or flight) Shall be certified by the applicable ground instructor, flight instructor or check Airman as to the proficiency and knowledge of the airman upon completion of The training or check. This certification will be part of the airman's training record.
- C. Documentation of Capstone Equipment operating experience will be maintained.

**CAPSTONE II**  
**121/135 TRAINING PROGRAM**

(Air Carrier Name inserted here)

G-2/R-01/2-20-03

---

- D. A qualified instructor who conducts a classroom subject within a course, or a complete course of ground training required within this approved training program will be considered to have completed that subject/ course for their own training requirement. The Operator or his/her designee shall certify such credit. ***In NO case will a person sign his or her own training record.***
- E. Contractual simulator training certification will be documented by the inclusion of the contractor's certificate of completion in the crewmember's record file.  
(Such as an FAA Approved LOFT in UAA's FRASCA 242 using Capstone Equipment)
- F. All completed records pertaining to the initial qualification requirements will be maintained in their original state in the airman's record. The record must include the individual's name; date of completion; training course or flight check; results; follow-up after unsatisfactory performance (if required); and the name of the certifying official.
- G. A score of 70% or higher constitutes satisfactory completion of a written examination. SAT entered in the results column indicates that the crewmember scored 70% or higher on course examinations. Any subject area determined to be deficient will be reviewed and additional instruction conducted to achieve a satisfactory level of knowledge.

**AIRMAN RECORD KEEPING RESPONSIBILITY**

To assure complete and accurate records, compliance with the Proficiency and Competency Check procedures set forth in The Capstone Training Program and FAR's 121 and 135, the instructor / check airman conducting the training or check will complete the appropriate forms.

The completed form will be inserted into the airman's record.

When an FAA Inspector is conducting or observing a flight check or competency check, their statement may be entered as well.

**CAPSTONE II  
121/135 TRAINING PROGRAM**

(Air Carrier Name inserted here)

G-3/R-01/2-20-03

---

**TRAINING FORMS:**

(CAP TR-1)

**GROUND TRAINING ATTENDANCE RECORD  
CAPSTONE II EQUIPMENT**

This form is provided as a means of recording and tracking ground training provided to Each airman participating in the Capstone Training.

(CAP TR-2)

**CAPSTONE II EQUIPMENT/I.O.E./LINE CHECK**

This form is provided as a means to record FAR 121 or 135 route qualification by an Airman for Capstone Equipment and may be placed in the airman's training record.

(CAP TR-3)

**DISPATCHER/FLIGHT FOLLOWER COMPETANCY CHECK  
CAPSTONE II EQUIPMENT**

This form is provided as a means to record 121 or 135 Dispatcher Competency To dispatch aircraft and flight crews using Capstone Equipment.

(CAP TR-4)

**CAPSTONE II INSTRUCTOR/CHECK AIRMAN QUALIFICATION RECORD**

This form is provided as a means of recording ground instructor, flight instructor, Pilot check airman, and dispatcher check airman Training and qualifications.

(CAP TR-5)

**RECORD OF TRAINING COMPLETION  
CAPSTONE II EQUIPMENT**

This form is provided as a means to document on a single form all elements of the Capstone Equipment Training. The form has places to record control dates for Initial, Recurrent and Requalification training.

**CAPSTONE II  
121/135 TRAINING PROGRAM**

(Air Carrier Name inserted here)

G-4/R-01/2-20-03

**GROUND TRAINING ATTENDANCE RECORD  
CAPSTONE II EQUIPMENT  
Form (CAP TR-1)**

DATE \_\_\_/\_\_\_/\_\_\_ HOURS \_\_\_\_\_ LOCATION \_\_\_\_\_

**TRAINING PRESENTED:**

INITIAL	[ ]	INSTRUCTOR	[ ]
RECURRENT	[ ]	CHECK AIRMAN	[ ]
REQUALIFICATION	[ ]	OTHER (specify)	[ ] _____

CURRICULUM SEGMENTS COVERED: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**TRAINEE NAMES**

PRINT: FIRST MI LAST	SIGNATURE	AIRMANS CETIFICATE NO.
----------------------	-----------	------------------------

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

**FAA PARTICIPANTS/OBSERVERS**

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**GROUND INSTRUCTOR**

PRINT: FIRST MI	LAST	SIGNATURE	AIRMAN CERTIFICATE NO.
-----------------	------	-----------	------------------------

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**CAPSTONE II  
121/135 TRAINING PROGRAM**

\*\*\* Use additional attendance records if needed for large classes \*\*\*

(Air Carrier Name inserted here)

G-5/R-01/2-20-03

**CAPSTONE II EQUIPMENT/ I.O.E./LINE CHECK  
(FAR 121 AND 135)  
Form (CAP TR-2)**

Pilot Name: First MI Last _____, _____, _____			Pic [    ] SIC [    ]		Date:	
Route Segment:			A/C Type:		N:	
#T/O:	#Lndg:	Check Airman:			Time:	
Item Checked/Results	S	U	Item Checked/Results	S	U	
PREFLIGHT PLANNING			WEATHER INFORMATION			
CAPSTONE II EQUIPMENT SET UP AND TESTS			ARRIVAL (DECENT AND APPROACH)			
PRE TAKEOFF			TRAFFIC SCAN PROCEDURES			
USE OF CHECKLISTS			AIRPORT AREA OPERATIONS (ARRIVAL)			
CREW COORDINATION For AIRCRAFT REQUIRING MORE THAN 1 PILOT			APPROACH PROCEDURES (WHEN APPLICABLE)			
AIRPORT AREA OPERATIONS (DEPARTURE)			POST FLIGHT			
RADIO PROCEDURES			CAPSTONE REPORTING			
EN ROUTE PROCEDURES			OTHER:			
DIVERSIONS			OTHER:			
TERRAIN ALERTING			KNOWLEDGE OF EQUIPMENT			
TRAFFIC ALERTING			JUDGEMENT			
TYPE of TRAINING OR CHECKING:						
IOE ( ) LINE CHECK ( )						
Remarks/Comments:						
Results:	SAT		UNSAT		Check Airman Signature:	

**CAPSTONE II**  
**121/135 TRAINING PROGRAM**

(Air Carrier Name inserted here)

G-6/R-01/2-20-03

**DISPATCHER/FLIGHT FOLLOWER COMPETANCY CHECK**  
**CAPSTONE EQUIPMENT**  
Form (CAP TR-3)

DISPATCHER NAME:  _____, _____, _____ FIRST                      MI                      LAST	DUTY POSITION: DISPATCHER [ ] FLIGHT FOLLOWER [ ] SCHEDULER [ ]	DATE: mm/dd/yy  _____, _____, _____			
AIRMANS CERTIFICATE NUMBER:  _____	AREA OF OPERATION:  _____				
CHECK AIRMAN:	CERTIFICATE NUMBER:				
The dispatcher must understand the function and use of the Capstone Equipment and its effect on flight operations.					
ITEM CHECKED / RESULTS	S	U	ITEM CHECKED / RESULTS	S	U
Knowledge of Operations Area			Knowledge of Aircraft Used		
Flight Following			Fuel Requirements		
Alternates (DEPARTURE) (EN ROUTE) (ARRIVAL)			MEL		
NOTAMS (FDC) (L) (D)			COMMUNICATIONS		
PILOT REPORTS			RAIM FORECAST		
WEATHER REPORTS/FORECASTS (FD), (FA), (TAF), (AREA)			CAPSTONE LIMITATIONS		
STATION INFORMATION			FAR's		

**CAPSTONE II  
121/135 TRAINING PROGRAM**

Remarks/Comments:			
Results:	SAT	UNSAT	Check Airman Signature:

(Air Carrier Name inserted here)

G-7/R-01/2-20-03

**CAPSTONE INSTRUCTOR/CHECK AIRMAN QUALIFICATION RECORD**

Form (CAP TR-4)

**CERTIFICATION**

This certifies that \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ has satisfactorily completed the training required for qualification as an instructor/check airman for Capstone II Equipment and is authorized to conduct: (check all appropriate)

Pilot Ground School: Initial ☐ Recurrent ☐ Requalification ☐

Dispatcher/Flight Follower Ground School: Initial ☐ Recurrent ☐ Requalification ☐

Flight Instruction I.O.E. : Initial ☐ Recurrent ☐ Requalification ☐

Line Check Aircraft: Initial ☐ Recurrent ☐ Requalification ☐

Dispatcher Competency Check : Initial ☐ Recurrent ☐ Requalification ☐

I CERTIFY THE ABOVE NAMED INDIVIDUAL MEETS THE REQUIREMENTS TO PROVIDE CAPSTONE EQUIPMENT TRAINING.

PRINT: FIRST MI LAST                      SIGNATURE                      AIRMAN CERTIFICATE NO.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_                      \_\_\_\_\_

Date Signed \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ mm/dd/yy                      Title: \_\_\_\_\_



